

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION
SIDEWALK TABLES AND CHAIRS**

Note: This application is to be used for processing requests for tables and chairs on the public sidewalks only. Applicants should review the "Location and Development Criteria" outlined on the back of this application form to determine whether or not they are eligible for a permit for sidewalk tables and chairs before completing and submitting this application form.

The following represents the procedures which have been set forth for processing these administrative permit applications:

1. Applicant meets with Redevelopment Staff for conceptual review.
2. Applicant submits permit application and appropriate exhibits to the Housing and Redevelopment Department with payment of the applicable fee.
3. Application is reviewed for completeness and identification of issues by the Housing and Redevelopment Department and other appropriate department staff.
4. If application is deemed complete, processing begins. Application is then reviewed by all appropriate departments and comments are provided to the Housing and Redevelopment Department. If not complete, application is returned to applicant for resubmission at a later date.
5. If project is approved, applicant may proceed with installation of tables and chairs and appropriate enclosure, if applicable.
6. If project is denied, applicant may appeal to the Design Review Board within ten (10) calendar days of the decision.

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION
SIDEWALK TABLES AND CHAIRS**

The following supplemental information must accompany the completed application:

- ☒ Three (3) copies of a site plan prepared on a 24" x 36" sheet(s) folded to 8½" x 11". The site plan shall include the following information:
 - Name and address of applicant, engineer and/or architect, etc.
 - Location and dimension of tables, chairs and enclosure, if applicable.
 - Sidewalk dimensions.
 - Location and dimension of business building, including locations of, and dimensions of, entrances and exits to and from building.
 - Location, height, and materials for enclosure, if applicable.
 - A summary table which includes the number of tables and chairs to be located inside the building and the number of tables and chairs to be located on the sidewalk (public right-of-way).
 - North arrow and scale for plans.
- ☒ Three (3) copies of building elevations and floor plans for the sidewalk tables and chairs; these plans must clearly reflect the design of the tables and chairs, their location on the sidewalk, and their relationship to the building.

SIDEWALK CAFES

Location and Development Criteria:

1. Sidewalk tables and chairs shall be limited to eating and drinking establishments only.
2. Tables and chairs should not unduly disrupt pedestrian and vehicular movement.
3. Tables and chairs must be placed a minimum of two feet from the curb to allow adequate space for the opening of vehicle doors.
4. A clear area of at least five feet in width must be maintained for pedestrian use over the entire length of the sidewalk in front of the business.
5. Tables are encouraged to be placed in line with tree wells, street lights and other street furnishing elements in order to maximize a linear unobstructed area.
6. Where tables are placed next to the building facade, a clear area of at least five feet in width must be maintained to building entries.
7. Tables must not block access to fire emergency facilities (i.e., fire hydrants).
8. Tables, chairs and umbrellas should be restricted to the frontage of the business, and should not encroach on the frontage of any adjacent business.
9. All sidewalk obstruction including non-permanent trash receptacles should be removed completely from the sidewalk area daily prior to the close of business.
10. Furniture should be of a uniform color and design and of substantial construction to withstand outdoor use. Umbrellas should be made of a wood or metal framework and should be covered with fabric. No vinyl umbrellas shall be permitted.
11. Trash receptacles should be provided by the eating or drinking establishments and the area of the sidewalk cafe must be kept free of litter.
12. The Housing and Redevelopment Director may approve temporary or permanent enclosures for the sidewalk cafe area as part of the sidewalk cafe permit if the Director finds that the enclosure will not impede pedestrian traffic and is desired for other safety or aesthetic reasons.

Other Requirements:

1. An approved sidewalk cafe permit remains in effect for as long as sidewalk cafes are permitted within the Village Area and the permittee remains in compliance with the subject approved permit. No new permit shall be required unless the applicant ceases to use the sidewalk tables and chairs for a period of 6 months or longer; in this case, a new permit with appropriate fee will be required. The approved permit which remains in effect may be amended without additional fees as approved by the Housing and Redevelopment Director.
2. The State Department of Alcohol Beverage Control shall regulate the sale of alcoholic beverages within the Village. The applicant must obtain the appropriate permits and/or approvals from ABC prior to selling or serving alcoholic beverages to customers using the sidewalk tables and chairs.
3. Applicant/permittee must sign an Indemnification Statement holding the City of Carlsbad and the Carlsbad Redevelopment Agency harmless from any legal action resulting from sidewalk cafe operations and/or any approved enclosures for the sidewalk cafe.
4. The applicant/permittee must submit a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million. The City of Carlsbad and the Carlsbad Redevelopment Agency shall be listed as "additional insured" on the Certificate. The Certificate must remain in effect for as long as the tables and chairs are placed within the public right-of-way.

**CARLSBAD REDEVELOPMENT AGENCY
PERMIT APPLICATION**

PLEASE CHECK ALL THAT APPLY:

☐

ADMINISTRATIVE PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000.

☐

Interior or exterior improvements to existing structures which result in an intensity of use.

☐

Provisional land uses, where a minor or major redevelopment permit is not required.

☐

Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.

☐

Signs for existing businesses or facilities.

☐

Repair or maintenance activities which are not exempt from obtaining a permit.

☐

COASTAL DEVELOPMENT PERMIT

☐

MAJOR REDEVELOPMENT PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$150,000.

☐

Variances for projects within this category.

☐

MINOR REDEVELOPMENT PERMIT

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$60,000 but less than \$150,000.

☐

Variances for projects within this category.

☐

Variances for projects which would otherwise be exempt or be eligible for an administrative permit.

☐

MISCELLANEOUS REDEVELOPMENT PERMIT

☐

A-Frame Sign

☐

Sign Permit

☐

Sign Program

☐

Sidewalk Tables/Chairs

☐

Outdoor Displays

☐

Other _____

PROJECT TITLE:

Brief description of project:

Property Location:

APN(s): _____ Street Address _____

Owner's Name _____

Address _____

Telephone Number _____

Applicant's Name _____

Address _____

Telephone Number _____

THE AREA BELOW IS TO BE COMPLETED BY CITY STAFF

FEES FOR APPLICATION PROCESSING:

(List type of fee and amount)

RECEIPT OF APPLICATION

Date Application Received _____

Application Received by _____

Permit Number Assigned _____

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT
SIDEWALK TABLES AND CHAIRS**

1. BUSINESS DESCRIPTION

Business Name: _____

Business Owner Name(s): _____

Type of Business (i.e., restaurant, bar, retail): _____

2. LOCATION OF PROJECT

Address: _____

Bordering Streets:
North: _____

South: _____

East: _____

West: _____

Assessor Parcel No.: _____

Within Coastal Zone:	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No
Within Appealable Area of Coastal Zone:	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No

Land Use District within Village:	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

3. DESCRIPTION OF PROJECT

Please attach to this application a complete description of the project proposed for approval under this application. This description must include the number of tables and chairs located inside the establishment and the total number of tables and chairs to be located outside the establishment. A site plan, with accurate dimensions, must be included with this application which indicates the location of the proposed sidewalk tables and chairs. Elevations or photographs of the furniture to be used must also be provided with this application.

4. AUTHORIZATION TO INSPECT PROPERTY

In the process of reviewing this application it may be necessary for members of City Staff, Design Review Board Members, or City Council members to inspect and enter the property/business that is the subject of this application. I/we consent to entry onto/into the subject property/business for this purpose.

Name: _____ Date: _____

Signature: _____

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT
SIDEWALK TABLES AND CHAIRS**

5. BUSINESS OWNER INFORMATION/CERTIFICATION

Name: _____

Mailing Address: _____

Daytime Telephone No.: _____

Tax I.D #: _____ Date Business License Approved: _____

List the Names and Addresses of all persons having a financial interest in the application:

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months? ☐ Yes ☐ No

If yes, please indicate person(s): _____

Certification Statement:

I Certify that I am the Legal Business Owner of the subject business and that all of the above information is true and correct to the best of my knowledge. I agree to accept and abide by any conditions placed on the subject project as a result of approval of this application. I agree to indemnify, hold harmless, and defend the City of Carlsbad and the Carlsbad Redevelopment Agency or its officers or employees from all claims, damage or liability to persons or property arising from or caused by the installation of the subject tables and chairs and/or enclosure on the public sidewalk and/or the operation of the subject business on the public sidewalk pursuant to this permit unless the damage or liability was caused by the sole active negligence of the City or its officers or employees. I have submitted a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million which lists the City of Carlsbad and the Carlsbad Redevelopment Agency as "additional insured". This Certificate shall remain in effect for as long as the tables and chairs are placed within the public right-of-way. This agreement is a condition of the issuance of this administrative redevelopment permit for the subject sidewalk tables, chairs and/or enclosure on the public right-of-way. I understand that an approved sidewalk tables and chairs permit shall remain in effect for as long as sidewalk tables and chairs are permitted within the Village Redevelopment Area and the permittee remains in compliance with the subject approved permit.

Signature _____

Date: _____

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT
SIDEWALK TABLES AND CHAIRS**

6. PROPERTY OWNER INFORMATION/CERTIFICATION

The property owner must complete the following information and certify that he/she supports this application for the business owner to place tables and chairs in front of the subject business as set forth herein.

Name: _____

Mailing Address: _____

Daytime Telephone No.: _____

List the Names and Addresses of all persons having a financial interest in the property:

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months? ☐ Yes ☐ No

If yes, please indicate person(s): _____

Certification Statement:

I Certify that I am the Legal Property Owner for the subject business location and that all of the above information is true and correct to the best of my knowledge. I support the applicant's request for a permit to place tables and chairs on the public sidewalk and agree to accept and abide by any conditions placed on the subject project as a result of approval of this application. I understand that an approved sidewalk tables and chairs permit shall remain in effect for as long as sidewalk tables and chairs are permitted within the Village Redevelopment Area and the permittee remains in compliance with the subject approved permit.

Signature _____

Date: _____

**CARLSBAD REDEVELOPMENT AGENCY
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT
SIDEWALK TABLES AND CHAIRS**

The remainder of this application shall be completed by City Staff:

7. RECEIPT OF APPLICATION

Date Application Received: _____

Application Received by: _____

Permit No. Assigned: _____

8. FEES FOR APPLICATION PROCESSING

The following fees shall apply to this application; list type of fee and amount:

\$55.00 - Administrative Redevelopment Permit/Sidewalk Tables and Chairs

Total Fee(s) required for this application: _____

Date Fee(s) collected by City Staff: _____

Receipt No.: _____

9. ACTION ON THE APPLICATION

The following action has been taken by the Housing and Redevelopment Director on this application:

☐ Approved subject to conformance with plans submitted as part of application, dated _____.

☐ Approved, with conditions. See conditions noted below.

☐ Denied. Reason _____

Housing and Redevelopment Director Signature: _____ CD Director Initials: _____ Date: _____

10. CONDITIONS OF APPROVAL (IF APPLICABLE)

The following conditions have been placed on the subject project:

